

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1412

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RECORDS RETENTION AND DISPOSAL SCHEDULE

UNIVERSITY OF MARYLAND SYSTEM
UNIVERSITY OF BALTIMORE

PERSONNEL

AGENCY

DIVISION

Item No.	Description	Retention
1	<u>PAYROLL REPORTS</u> regular and contractual employee payroll report of wages, accounts charged, sources of wages, (i.e. shift, OT)	retain for 3 years or until audited, then destroy
2	<u>INTERIM PAYROLL REPORTS</u> biweekly-to-date error reports, accounting feeds, test reports	screen weekly, retain for one year, then destroy

Schedule Approved by Department,
Agency, or Division Representative

H. Mebane Turner

Dec. 11, 91X

Date

Signature

Title

Schedule Authorized by
Hall of Records Commission

1/23/92

Date

State Archivist

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>2</u> OF <u>2</u>	
1. DEPARTMENT/AGENCY UNIVERSITY MARYLAND SYSTEM		2. DIVISION UNIVERSITY OF BALTIMORE		3. UNIT PERSONNEL	
DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE INTERIM PAYROLL REPORTS				5. EARLIEST YEAR/LATEST YEAR 1990 TO 1991	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) This series contains biweekly-to-date error reports, accounting feeds and test reports. It documents current payroll statistics for regular and contractual employees.					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>computer printouts</u>		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>computer binders</u>	
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) <u>AC 1st Floor Room 112</u>		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) <u>Right to Privacy Act</u>		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <u>Indexed by pay period</u>		18. RECOMMENDED RETENTION <u>Screen weekly, retain for one year then destroy.</u>			
19. NAME AND TITLE OF PREPARER <u>Business Systems</u> <u>Douglas Prevosto, Coordinator</u>		20. TELEPHONE NUMBER <u>(410) 625-3406</u>		21. DATE <u>12/10/91</u>	